

**Carlisle Council on Aging Board Meeting
Carlisle Town Hall – Clark Room
December 15, 2015**

Board Members Present: Verna Gilbert, Donna MacMullan, Kathy DeVivo-Ash, Jean Sain, Rueben Klickstein, Walter Hickman, Peggy Hilton. **Associate Members Present:** Maxine Crowther, Jerome Lerman, Helen Lyons, Abha Singhal. **COA Staff Present:** David Klein, Angela Smith.

The meeting was called to order at 10:30 AM by Verna Gilbert, Chair.

Secretary Minutes: A motion was made by Peggy Hilton to accept the November 17, 2015 minutes submitted by Kathy DeVivo-Ash. The motion was seconded and carried by voice vote.

Outreach and Program Manager Report: A motion was made by Peggy Hilton to accept the November report submitted by Angela Smith. The motion was seconded and carried by voice vote. Angela reported that it has been very busy from both an outreach and program perspective. There have been many calls asking about the criteria for fuel assistance, but few come back to apply. There are 3 protective services cases currently in the process of being resolved. We are still looking for another crossing guard and there has been a request for a Women's Breakfast.

Social Worker Report: The November report was submitted by Peter Cullinane and reviewed by the Board Meeting attendees.

Financial Report: A motion was made by Jean Sain to accept the November report submitted by David Klein. The motion was seconded and carried by voice vote. David mentioned that he plans to include the LRTA report along with the Financial report each month. We are on track to have LRTA cover transportation expenses for about the first nine months of the year. David pointed out that there were additional notes at the bottom of the report concerning a new gift account that was set up for Fuel Assistance donations and an account for revenue and expenses related to the new CTS Transportation program. There was also discussion about how COA van driver wages were reflected and the amount needed for mailing of the COA newsletter. The cost of the newsletter mailing is higher than the amount allocated by the town. The difference is usually made up through either the State Formula Grant or the Friends Grant.

Director's Report: A motion was made by Walter Hickman to accept the Director's report submitted by David Klein. The motion was seconded and carried by voice vote. There was discussion about the new Personnel Board and an upcoming department head meeting to discuss the wage and classification study. Transportation was discussed including the Rogue, services provided by Flow Transportation and van mileage. A suggestion was made to send a letter to the Mosquito providing more information on who can use COA transportation services and costs. There was also discussion about what percentage of the senior population in Carlisle is computer savvy. There was discussion about how this could impact the COA in the future. About 12% receive Bits and Bytes via email.

Minuteman Senior Services Report: Jean Sain attended the Minuteman Senior Services Board Meeting on November 4, 2015 and gave the following update:

- **Reporting on Medical Partnerships:**
 - Emerson Hospital's preliminary data from August and September show that readmission rates have been reduced by half when a Minuteman Social Worker follows the patient post discharge.
 - There was great success integrating the Minuteman Social Worker into the Emerson Hospital CHART team and integrating case notes and assessments into Patient Electronic Medical Records. This will be used to pull data to improve patient experience and fill the knowledge gap from hospital to home.
 - A Social Worker has also been embedded at Winchester Hospital.
- There were two presentations at the meeting: (1) Lahey Health's Community Relations Manager, Michelle Snyder, spoke and (2) the FY15 Auditor's Presentation reported everything to be in fine order.

Old/New Business:

- **Transportation Pilot Program** - This was covered in the Director's report.
- **Committee Updates:** Jerry Lerman provided an update on the Space Committee. A meeting will be held in mid-January and a spreadsheet showing space requirements will serve as a starting point for discussion about a new senior center.
- **February Meeting:** A decision whether or not to hold a meeting in February will be made at the January board meeting.

The next COA Board meeting will be held on January 19, 2016 at 10:30AM in the Clark Room at Carlisle Town Hall. A **motion** was made to adjourn the meeting and seconded by voice vote.

Kathy DeVivo-Ash
COA Co-Secretary